

CUSTOMER INFORMATION BULLETIN

HOME OCCUPATION BUSINESS LICENSES

Planning Division

1055 South Grady Way-Renton, WA 98057

Phone: 425-430-7200 | www.rentonwa.gov

What is a Home Occupation? The City defines a home occupation as any commercial use conducted entirely within a dwelling or garage by the people who live there; which is clearly *incidental* and *secondary* to the use of the dwelling as a residence. The dwelling unit must be the primary residence of the business owner in order to qualify as a home occupation.

Are there any Home Occupations which aren't allowed? Because they change the residential character of the structure that they occupy, the following uses are prohibited as home occupations:

- Retail sales of products which are not wholesale or created at the site of the home occupation.
- Automobile and associated mechanical repairs.
- Businesses which dispense regulated substances.
- Businesses which require the outdoor storage or display of materials, goods, and/or products.
- Businesses which cause excessive noise, vibration, smoke, gas, dust, odor, heat or glare which is not typical of an ordinary dwelling unit.

What if I want to operate a Family Day Care Home or Adult Family Home? In order to ensure the safety and well-being of children and the elderly, family day care homes and adult family homes are in a special category which has their own state and local regulations. Please refer to **Family Day Care Home** information form, available at Renton City Hall or online at www.rentonwa.gov, or contact the Department of Social and Health Services at 1-800-422-7880 or www.del.wa.gov/License/LicensingMain.shtml for more information on the special requirements.

Where in my dwelling unit may I have the home occupation? The home occupation can be anywhere in the dwelling, including the garage, so long as there is adequate access and it occupies no more than 25% of the floor space of the dwelling unit or 500 square feet, whichever is less.

What if I want customers to visit or deliveries to be brought to my home occupation? If your home occupation will be receiving customers or more than 6 business-related deliveries per week, additional requirements will need to be met:

- All property owners within 300 feet of the home occupation must be notified.
- The location of the home occupation will be inspected for compliance with the code and accuracy of the application.
- No more than 8 customer visits per day and no more than 1 customer at a time.
- Visits may only be between the hours of 8:00am and 8:30pm

Can I expand my parking area for customers and deliveries? No, the expansion of parking, both on and off-site, is prohibited for home occupations.

Can I hire employees for my home occupation? Yes, but you may only hire one individual employee who is not a resident of the dwelling.

Do I need to obtain a City Business License? Yes. You will need to fill out a *Home Based Business Application for City of Renton Business License* Form. A business license application may be obtained at Renton City Hall, 1055 South Grady Way, Renton, WA 98057, in the Finance Department on the 1st floor.

Business License requirements and applications are also available online at www.rentonwa.gov. To access this information, go to the above address and:

1. Click on the Business tab
2. Click on the word "[Planning and Development](#)"
3. Click on "[Business License Information](#)"
4. Click on "[Home Occupation Application](#)"

Are there any other permits that may be required? If building additions, plumbing, mechanical, electrical or other utilities will be needed for the home occupation, additional permits will be required. Applications for these permits may be obtained on the 6th floor of Renton City Hall or online at www.rentonwa.gov. Depending on the type of business, other permits may be required by agencies such as the King County Health Department, which you should look into.

How long should I expect for the Home Occupation Business License to be issued? You should expect a period of 14-21 days for the decision maker to either approve or deny the permit application.

Who should I contact if I have additional questions? If you have further questions regarding Home Occupations or the application form, please visit the CED Development Services Front Counter on the 6th floor of City Hall, 1055 South Grady Way, or call **(425) 430-7200**.